ASSET MANAGEMENT COUNCIL

PROCEDURES MANUAL

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ASSET MANAGEMENT

Public Act 499 of 2002 establishes a ten member Transportation Asset Management Council. The Council is comprised of members from the Michigan Department of Transportation, the County Road Association of Michigan, the Municipal League, the regional planning agencies/MPOs, the Michigan Association of Counties, and the Michigan Townships Association. The Council is under the direction of the State Transportation Commission, who is also responsible for making appointments to the Council.

According to the Act, the mission of the Council is to: "Advise the State Transportation Commission on a statewide asset management strategy and the necessary procedures and analytical tools to implement such a strategy on Michigan's highway system in a cost-effective, efficient manner."

The law has set up a process of determining the condition of Michigan's highways and bridges and developing a strategy so that those assets are maintained, preserved and improved in a cost-effective and efficient manner. The process is one of cooperation between the owners of these assets. An annual report is required detailing this information. The report is to be submitted to the State Transportation Commission and the Legislature by May 2 of each year.

The Council must also publish a multi-year program consisting of a list of all highway and bridge projects that are anticipated to be constructed over a three-year period. This program must be available by October 1 of each year.

Funding for Council activities is to come from an appropriation out of the Michigan Transportation Fund to the State Transportation Commission.

ASSET MANAGEMENT OVERVIEW

- Concept: To see the system as a "unified" whole rather than ownership

- Legislature wanted roads/bridges assessed using one and only one condition method

- Asset Management Council
  - Appointed by the State Transportation Commission
  - Answers directly to the Commission and Legislature
  - Membership: 10 individuals representing state, city, county, township, and planning agencies
  - Mission: Recommend an asset management strategy to the Commission for all federal-aid eligible roads/bridges

- Condition Assessment Method
  - **Roads:** PASER
  - PASER is a windshield survey
  - It's a 1-10 rating system
  - Will be used for system-wide, strategic analysis and not for detailed project determination
  - Entire federal-aid system will be rated beginning in August
  - **Bridges:** National Bridge Inventory as reported to MDOT

- First Annual Report was submitted to Commission and Legislature in April
  - Used data from pilot study conducted in 13 counties
  - Reported on 3 categories for roads:
    - Routine maintenance (ratings of 8-10);
      Capital preventive maintenance (ratings 5-7); and
      Structural improvements (ratings 1-4)

- Web site: www.michigan.gov/mdot/0,1607,7-151-9623_10697_22810---,00.html

- Section (4) of Act 499 of the Public Acts of 2002: **"…the state planning and development regions shall provide qualified technical assistance to the Council."**

TRANSPORTATION ASSET MANAGEMENT COUNCIL

Steven Warren
Deputy Director / Director of Planning
Kent County Road Commission
1500 Scribner Avenue NW
Grand Rapids, Michigan 49504
Telephone: 616-242-6949
Email: swarren@kentcountyroads.net
Fax: 616-242-6980

William McEntee
Director of Permits & Environment
Road Commission for Oakland County
2420 Pontiac Lake Road
Waterford, Michigan 48328
Telephone: 248-858-4891
Email: bmcentee@rcoc.org
Fax: 248-858-4773

Thomas Wieczorek, City Manager
City of Ionia
P.O. Box 496
Ionia, Michigan 48846-0496
Telephone: 616-527-4170 - Ext. 223
Email: tom@city.ionia.mi.us
Fax: 616-527-0810

John Kolessar, City Engineer
City of Bay City
301 Washington Avenue
Bay City, Michigan 48708-5866
Telephone: 989-894-8181
Email: jkolessar@baycitymi.org
Fax: 989-894-8214

Carmine Palombo, Director
Transportation Programs
Southeast MI Council of Governments
535 Griswold, Suite 300
Detroit, Michigan 48226
Telephone: 313-961-4266
Email: palombo@semcog.org
Fax: 313-961-4869

Rick Deuell, Planner
Northeast MI Council of Governments
P.O. Box 457
Gaylord, Michigan 49735
Telephone: 989-732-3551 - Ext. 14
Email: rdeuell@nemcog.org
Fax: 989-732-5578

Susan Mortel, Director
Bureau of Transportation Planning
Michigan Department of Transportation
P.O. Box 30050
Lansing, Michigan 48909
Telephone: 517-373-0343
Email: mortels@michigan.gov
Fax: 517-241-3862

Kirk Steudle, Chief Deputy Director
Michigan Department of Transportation
P.O. Box 30050
Lansing, Michigan 48909
Telephone: 517-373-2114
Email: steudlek@michigan.gov
Fax: 517-373-6457

Jerry Richards, Township Manager
Meridian Charter Township
5151 Marsh Road
Okemos, Michigan 48864
Telephone: 517-349-1200 #317
Email: richards@meridian.mi.us
Fax: 517-349-0506

Aaron Hopper, Vice Chairman
Chippewa County Board of Commissioners
2934 East 3 Mile Road
Sault Ste. Marie, Michigan 49783
Telephone: 906-635-5432
Email: aahopper@sault.com
Fax: 906-635-5432

Eric Swanson, Director
Center for Geographic Information
Michigan Department of Information Technology
111 S Capitol Avenue
Lansing, MI 48913
Telephone: 517-373-7910
Email: swansone@michigan.gov
Fax: 517-373-2939

Rob Surber, Deputy Director
Center for Geographic Information
Michigan Department of Information Technology
111 S. Capitol Avenue
Lansing, Michigan 48913
Telephone: 517-373-7910
Email: surberr@michigan.gov
Fax: 517-373-2939

Pat Lockwood, Commission Advisor
State Transportation Commission
Michigan Department of Transportation
P.O. Box 30050
Lansing, Michigan 48909
Telephone: 517-373-2111
Email: lockwoodp@michigan.gov

Rick Lilly, Asset Mgt. Coordinator
Bureau of Transportation Planning
Michigan Department of Transportation
P.O. Box 30050
Lansing, Michigan 48909
Telephone: 517-335-2606
Email: lillyr@michigan.gov

Decision Rules

Only three data items will be collected. They are:

- Surface Type
- PASER Rating
- Number of Lanes

A memo field is also available for additional annotation. It should be used sparingly.

SURFACE TYPES

All surfaces will be classified as one of the following seven types:

- Concrete
- Asphalt
- Composite (asphalt overlay on top of concrete or brick surfaces)
- Sealcoat
- Gravel
- Brick
- Unimproved

Any road that does not fall into one of the above seven types must be classified into the nearest appropriate type. For example, soil cement, a surface type found in Genesee County, would be classified as gravel. Additionally, the words “soil cement” would be entered in the memo field.

Composite surface types are sometimes hard to recognize. If the rating team thinks the surface is composite but is uncertain, the segment should be classified as composite; the characters ***~s*** should be entered in the memo field to indicate that there was some doubt about the surface classification.

When the surface type differs among lanes on the same segment, the segment will be **classified and rated** according to these guidelines:

- The surface type of the majority of lanes.

- If the surface types are evenly distributed throughout the segment, the surface type that is in the worst condition

The surface of bridge decks will not be classified or rated. The characters ***~b*** should be entered in the memo field on any road segment that is a bridge deck.

PASER RATING

PASER ratings, as defined by the PASER manuals, will be used for all roads. There is no PASER composite manual. Although this surface will be classified as composite, the asphalt PASER manual will be used to determine a rating.

NUMBER OF LANES

A lane shall be counted as such only if it is present for the majority of the segment.

SEGMENTATION RULES

Where RoadSoft legacy segmentation is in place, it will be used. Where other legacy segmentation is in place, it will be used if the agency can load those segments and data (lanes & surface type) into RoadSoft before data collection. Where no legacy data is used, framework segmentation will be used. New segmentation will occur only when there is a "significant" change in the number of lanes, the surface type, or the surface rating. "Significant" is defined as ¼ mile or more.

Intersections will not be rated separately.

Where RoadSoft legacy segmentation exits, it will be rolled up to system-level segmentation after completion of the data collection and before the data are reported to the legislature for consistency in reporting.

NEW ROADS

Federal-aid roads that are not shown in RoadSoft (version 3 of framework) will not be rated

WEATHER GUIDELINES

Data will be collected only during daylight hours. Data will not collect when there is standing water, snow or ice on the pavement. This excludes isolated areas where water may be pooling due to poor drainage conditions (if the area is isolated and prevents an accurate rating, skip that segment and come back when conditions have improved). Judgment should be used when bad weather approaches. If it seems to be an isolated storm passing through, stop collecting data and wait till the storm passes. Keep in mind that wet pavements can hide some distress type while emphasizing others. When weather prevents collection, the time should be used to review and, where feasible, correct faulty data.

When it doubt, contact the data collection coordinator:

Gil Chesbro
GIS Coordinator
Michigan Department of Transportation
517-335-2963 phone
517-373-9255 fax
chesbrog@michigan.gov

DEFINITIONS

Alligator Cracking: Interconnected cracks in asphalt pavement forming small pieces ranging in size from one inch to approximately six inches. They tend to be irregular in shape. Alligator cracks are caused by repeated traffic loadings and are generally located in traffic areas such as the wheel paths.

Arterials: A designation of a roadway from the National Functional Classification. Arterials are divided into subcategories of ***principal*** and ***minor***. Principal arterials are at the top of the hierarchy. They generally carry long-distance, through travel movements. They also provide access to important traffic generators such as major airports or regional shopping centers. Examples of principal arterials include freeways, major U. S. routes, state trunk lines between large cities, and important streets in large cities.

Minor arterials are similar in function to principal arterials, except they carry trips of a shorter distance and to lesser traffic generators. Examples include state routes between smaller cities, surface streets of medium importance in large cities, and important surface streets in large and small cities.

Principal Arterials are designated in the Framework as NFC routes by the following numbers:

1 – Rural Interstate
2 – Rural Other Principal Arterial
5 – Rural Other Freeway
11 – Urban Interstate
12 – Urban Other Freeway
14 – Urban Other Principal Arterial

Minor arterials are designated in the Framework as NFC routes by the following numbers:

6 – Rural Minor Arterial
16 – Urban Minor Arterial

Asphalt Pavement: Pavement consisting of fine and coarse aggregates held together by bituminous cement. Also referred to as a flexible pavement.

Block Cracking: Block cracking divides the pavement surface into rectangular shaped pieces with cracks that intersect at about 90 degrees. This type of distress differs from alligator cracking in that alligator cracks form smaller, irregular shaped pieces with sharp angles. Block cracking is caused principally by shrinkage of the pavement and daily temperature cycling.

Bridge: A structure, including supports, built over a depression, watercourse, highway, railroad or other obstruction, with a clear span of more than 20 feet measured along the center of the roadway.

Bridge Rehabilitation: Activities that improve element integrity including overlays; superstructure or substructure repairs; and substructure replacement.

Bridge Replacement: Activities that replace elements including deck replacement, superstructure replacement; and complete bridge replacement.

Capital Preventive Maintenance: Capital preventive maintenance is a planned set of cost effective treatments to an existing roadway system and its appurtenances that preserves, retards future deterioration and maintains or improves the functional condition of the system without (significantly) increasing structural capacity. The purpose of capital preventive maintenance fixes is to protect the pavement structure, slow the rate of pavement deterioration and/or correct pavement surface deficiencies. Surface treatments are targeted at pavement surface defects primarily caused by the environment and by pavement material deficiencies. Examples of CPM treatments include:

- Non-structural bituminous overlay (0ne inch or less)
- Surface milling and non-structural bituminous overlay
- Chip seals
- Micro-surfacing
- Overband crack filling
- Bituminous shoulder ribbons
- Full-depth concrete pavement repairs
- Joint resealing
- Joint and surface spall repair
- Diamond grinding
- Dowel bar retrofit
- Open-graded underdrain outlet clean out and repair
- Crack repair (clean and seal, saw and seal, rout and seal)
- Seal coating (fog seal, pavement rejuvenator, sand seal, slurry seal)
- Patching

"These fixes mitigate or delay deterioration while the pavement subgrade is in good condition. CPM is intended to address pavement problems before the structural integrity of the pavement has been impacted." ("Status of Pavement Management Systems [PMS] in Southeast Michigan," SEMCOG, May 2003, p. 18) Capital preventive maintenance is applied to pavements having a remaining service life of 3 years or more. This category applies to roads with PASER ratings of 5, 6, or 7.

Collectors: A designation of a roadway from the National Functional Classification. Collectors tend to provide more access to property than do arterials. Collectors also funnel traffic from residential or rural areas to arterials. Examples of collector roads include county, farm-to-market roads, and various connecting streets in large and small cities. Collectors are designated in the Framework as NFC routes by the following numbers:

- 7 – Rural Major Collector

8 – Rural Minor Collector
17 – Urban Collector

Composite Pavement: Pavement consisting of asphalt overlaying a concrete base.

Concrete Pavement: Pavement consisting of Portland cement, fine and coarse aggregates, and perhaps steel-reinforcing rods. Also referred to as a rigid pavement.

Crack Sealing: Process where cracks in a pavement are filled in with material to prevent the infiltration of water.

Culvert: A structure, including supports, built over a depression, watercourse, highway, railroad or other obstruction, with a clear span of less than 20 feet measured along the center of roadway.

Deflection: A load induced, downward movement of a pavement section.

Design Service Life: Expected lifespan of a road based on pavement type, base and subbase, thickness, drainage, and traffic.

Deterioration: The breaking up of pavement due to traffic or weathering.

Distortion: Movement of a pavement away from its initial position.

Fracture: Fatigue cracking and thermal cracking distresses suffered by pavement.

Friction: The ability of a pavement surface to resist skidding.

Grade Separation: A structure that provides for highway traffic, pedestrian traffic, or utilities to pass over or under another highway or the tracks of a railway.

Highway: A general term denoting a public way for purposes of vehicular travel, including the entire area within the right of way.

Joint Efficiency: The ability of a concrete pavement to transfer loads from one slab to the next.

Maintenance/Bridges: Activities that sustain a bridge condition and restore element integrity. Typical work activities include clean/repair drainage systems; spot painting; joint gland repair/replace; concrete patching, sealing, crack sealing; joint replacement; pins & hanger replacement; painting; and thin overlays.

Median: The portion of a divided highway separating the traveled ways.

Overlay: Process where a new course of asphalt or concrete is put on top of the existing pavement.

PASER (Pavement Surface Evaluation and Rating): A visual method used to rate pavement condition. Often referred to as a "windshield" survey.

Pavement Structure: All combinations of subbase, base course, and surface course, including shoulders, placed on a subgrade.

Project: A specific section of the highway or property on which the construction operation is to be performed as described in the contract.

Project Limits: The physical limits given in the contract showing the points of beginning and ending of the work included in the project.

Raveling: Progressive loss of pavement material from the surface downward.

Reactive Maintenance: Reactive maintenance is an activity that must be done in response to events beyond the control of the agency. Reactive maintenance cannot be scheduled because events occur without warning and often must be immediately addressed. Examples of reactive maintenance activities include:

Snow plowing
Pothole patching
Removing and patching pavement blowups

Remaining Service Life: Estimated time, in years, before a pavement will fail.

Right-of-Way: A general term denoting land, property or interest therein acquired for or devoted to a highway, as shown on the plans.

Roadbed: The portion of the roadway between the outside edges of finished shoulders, or the outside edges of berm immediately back of curbs or gutters, when constructed.

Roadside: The portion of the right-of-way outside of the roadway.

Roadway: The portion of the right-of-way required for construction, limited by the outside edges of slopes and including ditches, channels, and all structures pertaining to the work.

Roughness: Irregularities in the pavement surface that adversely affects ride quality, safety, and vehicle maintenance costs.

Routine Maintenance: Routine maintenance is the day-to-day maintenance activities that are scheduled. Examples of routine maintenance activities include: street sweeping, drainage clearing, shoulder gravel grading, and sealing cracks to prevent standing water and water penetration. This category applies to roads with PASER ratings of 8, 9, or 10.

Rutting: Displacement of material, creating channels in the pavement along the wheel paths.

Sealcoat: A Sealcoat surfaced road is a gravel road that has been treated with an asphalt sealcoat in order to maintain the ride, weather-proof the surface, and eliminate dust problems. The service life is generally about 5 years.

Shoulder: The portion of the roadway adjacent to the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.

Sidewalk: That portion of the roadway primarily constructed for pedestrian use.

Structural Improvements: This category includes work typical identified as rehabilitation and reconstruction which address the structural integrity of a road. This category applies to PASER ratings of 1, 2, 3, and 4.

Rehabilitation: Any fix that has an estimated design or fix life of ten to twenty years. Rehabilitation fixes include:

- Two or three course bituminous overlays
- Concrete patching and diamond grinding
- Crush and shape with bituminous overlay
- Rubblize and multiple course bituminous overlay
- Unbonded concrete overlays
- Longitudinal and transverse joint repairs

Reconstruction: Any fix that typically removes and replaces the entire pavement structure. Reconstruction fixes have a design life of twenty years or more.

Subbase: The layer of specified material placed on the subgrade as a part of the pavement structure.

Subgrade: The portion of the earth grade upon which the pavement structure is placed.

Substructure: All of the structure below the bearings of simple and continuous spans, the skewbacks of arches, and the tops of footings of rigid frames, including backwails, wing walls, and wing protection railings; except backwalls designed integrally with the superstructure.

Superstructure: All of a structure not classified as substructure.

Surface Course: The top layer of a pavement structure.

Total Dollars Awarded: The cost of a project as indicated in the agency's formal execution of the contract.

Traffic Control Devices: Signs, signals, lighting devices, barricades, delineators, pavement markings, traffic regulators and all other equipment for protecting and regulating traffic in accordance with the MMUTCD, unless otherwise specified in the contract.

Traffic Lane: The portion of the traveled way used for the movement of a single line of vehicles.

Traveled Way: The portion of the roadway designated for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

Treatment: A mitigating measure used to repair a pavement.

Utility: Properties of railway, telegraph, telephone, water, sewer, electric, gas, petroleum, cable television and similar companies.

Work: The furnishing of all labor, materials, equipment, and other items necessary to complete the project according to the contract.

Work Order: A written order by the engineer requiring performance by the contractor.

These definitions have been culled from the following sources:

"Alternate Bid Study M-6 South Beltline," Michigan Department of Transportation, October 4, 2000

"2003 Standard Specifications for Construction," Michigan Department of Transportation, February 2003

"Status of Pavement Management Systems (PMS) in Southeast Michigan," SEMCOG, May 2003

PASER Manuals, Transportation Information Center, University of Wisconsin-Madison

INSTRUCTIONS FOR ANNUAL REPORT

MCL 247.659a(9): "The department and each local road agency shall keep accurate and uniform records on all road and bridge work performed and funds expended for the purposes of this section, according to the procedures developed by the council. Each local road agency and the department shall annually report to the council the mileage and condition of the road and bridge system under their jurisdiction and the receipts and disbursements of road and street funds in the manner prescribed by the council, which shall be consistent with any current accounting procedures. An annual report shall be prepared by the staff assigned to the council regarding the results of activities conducted during the preceding year and the expenditure of funds related to the processes and activities identified by the council. The report shall also include an overview of the activities identified for the succeeding year. The council shall submit this report to the state transportation commission, the legislature, and the transportation committees of the house and senate by May 2 of each year."

Each regional planning agency and metropolitan planning organization shall submit to the Transportation Asset Management Council by February 15th of each year the following information, as contained in the attached form, for the Act 51 agencies within their respective areas. The local road agencies which each RPA/MPO are responsible for reporting on is noted in their procedures manual.

Jurisdiction: Enter the city, village, road commission, or MDOT that was responsible for the project.

NFC #: Enter the appropriate NFC designation for the road or bridge as identified in the Framework data base.

Surface Type: Enter the appropriate surface type for the new project.

PR Number: List the appropriate PR Number of the road or bridge as indicated in the Framework. A given project may cover more than a single PR Number. Use a separate line for each PR Number.

BMP: Enter the beginning mile point (BMP) of the project within a specific PR Number. This should be available in the Framework data base.

EMP: Enter the ending mile point (EMP) of the project within a specific PR Number. This should be available in the Framework data base.

Length: Enter the length of the project.

Improvement: Enter the specific improvement such as mill and resurface, crack seal, 1" overlay, reconstruction, etc.

Category: Enter the appropriate asset management category for roads of routine maintenance, capital preventive maintenance, or structural improvement as defined in the "Definitions" section of the Procedures Manual. The categories for bridges are maintenance, rehabilitation and replacement. If you are uncertain as to which category a specific improvement falls into, discuss it with the jurisdiction that undertook the project.

Awarded Eligible Cost: Enter the dollar amount that was awarded by the agency for the direct construction costs only. Do not include such costs as right of way, safety improvements (lights, guardrail) utility removal, sewer relocation, etc. Only the costs directly related to the road or bridge improvement should be included.

This information should be submitted to the Transportation Asset Management Council in an electronic format. It should be sent to:

Gil Chesbro, GIS Coordinator
425 W. Ottawa
P. O. Box 30050
Lansing, MI 48909
chesbrog@michigan.gov

ASSET MANAGEMENT COUNCIL
ANNUAL REPORT
PROJECT REPORTING FORM

JURISDICTION	NFC #	SURFACE TYPE	PR NUMBER	BMP	EMP	LENGTH	IMPROVEMENT	CATEGORY	AWARDED ELIGIBLE COST

INSTRUCTIONS FOR MULTI-YEAR PROGRAM

MCL 247.659a(7): "Beginning October 1, 2003, the department, each county road commission, and each city and village of this state shall annually prepare and publish a multiyear program, based on long-range plans, and developed through the use of the asset management process described in this section. Projects contained in each local road agency's annual multiyear program shall be consistent with the goals and objectives of the local road agency's long-range plan. A project, funded in whole or part, with state or federal funds, shall be included in any local road agency's multiyear plan."

Each regional planning agency and metropolitan planning council shall submit to the Transportation Asset Management Council by August 1st of each year the following information, as contained in the attached form and maps, for the projects being programmed for construction during the next 3 years, for each Act 51 agency within their respective areas. The local road agencies which each RPA/MPO are responsible for reporting on is noted in their procedures manual.

Jurisdiction: Enter the city, village, road commission, or MDOT that was responsible for the project.

NFC #: Enter the appropriate NFC designation for the road or bridge as identified in the Framework data base.

PR Number: List the appropriate PR Number of the road or bridge as indicated in the Framework. A given project may cover more than a single PR Number. Use a separate line for each PR Number.

BMP: Enter the beginning mile point (BMP) of the project within a specific PR Number. This should be available in the Framework data base.

EMP: Enter the ending mile point (EMP) of the project within a specific PR Number. This should be available in the Framework data base.

Length: Enter the length of the project.

Proposed Improvement: Enter the proposed improvement such as mill and resurface, crack seal, 1" overlay, reconstruction, etc.

Category: Enter the appropriate asset management category for roads of routine maintenance, capital preventive maintenance, or structural improvement as defined in the "Definitions" section of the Procedures Manual. The categories for bridges are maintenance, rehabilitation and replacement. If you are uncertain as to which category a proposed improvement falls into, discuss it with the jurisdiction that has proposed the project.

Estimated Cost: Enter the estimated dollar amount for the direct construction costs only. Do not include such costs as right of way, safety improvements (lights, guardrail) utility removal, sewer relocation, etc. Only the costs directly related to the road or bridge improvement should be included.

This information should be submitted to the Transportation Asset Management Council in an electronic format. It should be sent to:

Gil Chesbro, GIS Coordinator
425 W. Ottawa
P. O. Box 30050
Lansing, MI 48909
chesbrog@michigan.gov

ASSET MANAGEMENT COUNCIL
MULTI-YEAR PROGRAM
PROJECT REPORTING FORM

JURISDICTION	NFC #	PR NUMBER	BMP	EMP	LENGTH	PROPOSED IMPROVEMENT	CATEGORY	ESTIMATED COST

ROAD INVENTORY LOG

CREW_____ DATE_____ DAY OF WEEK_____

_____

_____ WEATHER _____

_____

Field Computer Used _____

Directory & File Name _____

GPS Receiver Used _____

GEOGRAPHICAL AREA (Counties/Cities)_____

_____

_____

GENERAL COMMENTS _____

_____

_____

_____

_____

MILEAGE LOG -

Vehicle Used_____

Begin Mile_____ End Mile_____ Total Miles Driven _____

Total Miles of Roads Inventoried (from network selection or map) _____

Start Time_____ End Time_____ Hours Worked _____

Miles Inventoried Per Hour _____

TRAVEL EXPENSE INSTRUCTIONS

The Asset Management Council will reimburse individuals for reasonable travel expenses while those individuals are undertaking training for or the actual collection of road condition data. Please use the attached form for submitting travel expenses. **Submit one voucher for each person rating the roads, except for the person from MDOT.**

Fill in only the following sections. Ignore all other boxes.

2. Put the name of your agency in this box.
3. Put your contract number with MDOT in this box.
4. Date you are submitting the voucher.
5. The name of the person the voucher is covering.
11. The period covered by the voucher.
13. Insert the phrase: "Data collection for Asset Management Council."
14. Insert the phrase: "This activity is required by Public Act 499 of 2002."
15. Put the date that the activity took place.
16. The counties and cities surveyed.
17. List the hour that the survey started and the time that the survey ended.
18. Mileage/Reg: Put down the number of miles rated.
    Mileage/Vic: Put down the total number of miles traveled that day.
    Note: These figures should agree with the totals from the daily log. If they do not please submit a written explanation as to why they are different.
20. Hotel/Room: Include copy of receipt.
21. Meals: Per diem rate or actual expenses not to exceed per diem rate`.
23. Fill in the daily total.
24. Sum the totals for each column.
25. List the total amount of the voucher.

"Contact/Phone": The name and phone number of the person responsible for submitting the voucher to the Asset Management Coordinator.

Be sure the voucher is signed and dated by the employee and agency director. Submit the original to the Asset Management Coordinator. Provide a copy to the local road agency for those vouchers covering their employees.

Michigan Department
of Transportation
1234-NoCal (02/02)

TRAVEL EXPENSE VOUCHER

Clear Form

DISTRIBUTION: ORIGINAL - MDOT, Account Payable Unit; COPY - Employee

(DO NOT WRITE ABOVE)

1. DEPT. NO.	2. NAME OF DEPT. OR INSTITUTION		3. SOCIAL SECURITY NO.	4. DATE SUBMITTED
			S	09/17/2003
5. EMPLOYEE NAME AND MAILING ADDRESS (Last Name First)	MAIL CODE	6. CHECKED / 7. AUDITED	8. STATE OWNED VEHICLE NO.	9. TITLE OF POSITION
		10. OFFICIAL WORK STATION (City)		11. PERIOD COVERED FROM / TO
		12. HOME ADDRESS (City)		
		13. NATURE OF OFFICIAL BUSINESS		

14. MESSAGE (Central Office Use Only)

FYI: This eForm doesn't have any formula in the form.

15. DAY OF MONTH (MM/DD/YY)	16. DESCRIPTION	17. HOUR OF DEPARTURE	17. HOUR OF RETURN	VEHICLE EXPENSE 18. MILEAGE REG.	18. MILEAGE VIC.	19. AMOUNT	20. HOTEL OR ROOM	21. MEALS	22. OTHER EXPENSE	23. DAILY TOTAL
	24. **SUMMARY TOTALS**									

CONTACT | PHONE | 25. **TOTAL AMT. OF VOUCHER**

AGY	AY	INDEX NO.	PCA NO.	AGENCY OBJ.	GRANT	PH	PROJ.	PH	AG1	AG2	AG3	AMOUNT

SUB TOTAL

I hereby certify that all items of expense included above were incurred in the discharge of authorized official business, and that they represent proper charges.

EMPLOYEE (Signature)	DATE	SUPERVISOR/MANAGER APPROVAL (Signature)	DATE

If this voucher is returned because it requires a change, the Supervisor/Manager must sign the voucher at right to indicate that (s)he is aware of the change(s).

SUPERVISOR/MANAGER REVIEW OF CHANGE (Signature)	DATE

Click here to goto coding continuation sheet >>

CONTRACTS WITH CITIES AND COUNTIES

These contracts will be based upon the principles in the Master Agreement between the regional planning agency/MPOs and the department and contained in the Section entitled “Subcontracting.” The section regarding “Dollar Amount of Subcontract Less that State Transportation Commission Policy for Third Party Contracts” will govern.

Set up these subcontracts as a work authorization. Indicate on the work authorization the name of the agency, the work to be undertaken, the time frame, the amount to be reimbursed. Estimate the number of miles to be driven for each work order and multiply that amount by $5.84 per person. Compensation for the services will be on the basis of actual cost and will be based on a benchmark of $5.84 per person per mile.

Set up a separate work order or purchase order for each of the three main tasks:

PASER data collection
Reporting for Annual Report
Reporting for Multi-Year Program.

WORK AUTHORIZATION

AUTHORIZATION NO.: *(Filled in by Lansing)***:**	**CONTRACT NO.:** *(Filled in by Lansing)***:**	
CONTRACT PERIOD: **FROM:**	**TO:**	
AUTHORIZED VENDOR AND ADDRESS:		
PRINCIPAL INVESTIGATOR:	**PHONE NO.:**	**FAX NO.:**
ASSOCIATE RESEARCHERS:		
PROJECT NAME: Asset Management Council Work Activities		
DESCRIPTION OF WORK:		

INDEX NO.	PCA CODE	OBJ CODE NO.	PROJECT NO.	PHASE NO.	RETAINAGE
10030		1003		00	0

MDOT PROJECT MANAGER: Rick Lilly	**PHONE NO.:** (517) 335-2606	**FAX NO.:** (517) 373-9255
EFFECTIVE DATE:	**COMPLETION DATE:**	

SUMMARY OF COST

ITEM	AMOUNT
	.00